



April 26, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

THROUGH: Li Zhang, Manager of Finance and Administration

RE: FY2007-08 Staff/Professional Support from County of Marin, Agenda Item 8

Dear Commissioners:

Executive Summary

The Department of Public Works of Marin County has historically provided staffing to TAM to support many of the essential Congestion Management Agency and sales tax authority activities. TAM's daily accounting activities were provided through the Department of Public Works upon TAM's inception through Fiscal Year's 2003-04, 2004-05, and 2005-06. With the inception of the SAP financial management system at the beginning of FY2006-07, accounting functions were transferred to the County Auditor-Controller's Office. Finally, the County Counsel's office has served TAM well in providing legal service to TAM during the past few years.

TAM has functioned well with the high quality support and services provided by the County of Marin. As TAM can perform these functions most cost effectively by maintaining County support, effectively keeping staff at a minimum level, staff has discussed and reached concurrence with these three County Departments to utilize these staff/professional resources for FY2007-08.

Recommendation: Authorize the TAM Board Chair to approve agreements with the County of Marin regarding Public Works staff support, Auditor-Controller staff support, and County Counsel legal services. The Draft TAM FY 2007-08 budget will include costs for these essential services, to be presented to the TAM Board in May 2007.

Background

The Department of Public Works of Marin County has historically provided staffing to TAM to support many of the Congestion Management Agency and sales tax authority activities. As the CMA transitioned from DPW as management to TAM as the newly created CMA and sales tax authority, DPW still managed TAM's activities. Up to the present, DPW staff still provide essential support to TAM. TAM's daily accounting activities were provided through the Department of Public Works up to the installation of the SAP accounting system in June/July 2006, whereupon TAM staff are now managing billing directly under the SAP system, utilizing

the County Auditor-Controller for payments and cash management. Also historically and up to the present time, the County Counsel's office has provided legal service to TAM.

Staff Support

Two and three-quarters full-time positions, including a full-time Senior Civil Engineer, a full-time Senior Transportation Planner, and a three-quarters time Associate Civil Engineer, are provided to TAM in FY 2006-07 by County of Marin Public Works to support essential CMA/sales tax authority activities. A brief summary of these activities:

- Maintain ongoing planning efforts for the Community Based Transportation Studies, coordination of the TLC/HIP program, finalizing the TOD/Pedestrian Toolkit, oversight of the Safe Routes to School Program, and oversight of bike plan updates
- Manage the RM2 program in the Greenbrae/580/101 Corridor
- Update the CMP, and perform transportation modeling required for the CMP

These activities are outlined in the FY2006-07 Work Plan and will be performed continuously into FY2007-08. These positions filled by the current incumbents will be needed in FY 2007-08.

Accounting Services

In conjunction with the County's implementation of the SAP Financial System, TAM became a subsidiary user of the SAP system and executed an agreement to transfer accounting responsibility from the Department of Public Works to the Auditor-Controller's Office for the provision of accounting services. Note TAM staff took on many of the previous Public Works duties itself with the advent of SAP. General accounting service provided to TAM include regular accounting reporting, accounts payable and receivable, and general ledger maintenance.

Legal Services

Since July 2005, TAM has entered into an annual agreement with County Counsel of Marin County to provide general legal services (excluding litigation services) to TAM. This agreement automatically renews annually unless either party gives the other party thirty days notice to terminate the arrangement. To date, TAM's legal service needs have been minimal. County Counsel's scope of services has primarily been reviewing contracts and rendering miscellaneous legal advice on various matters. This arrangement has been working adequately for TAM and staff sees no reasons to alter the current arrangement.

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